



# Create and submit a Routine Telework Agreement

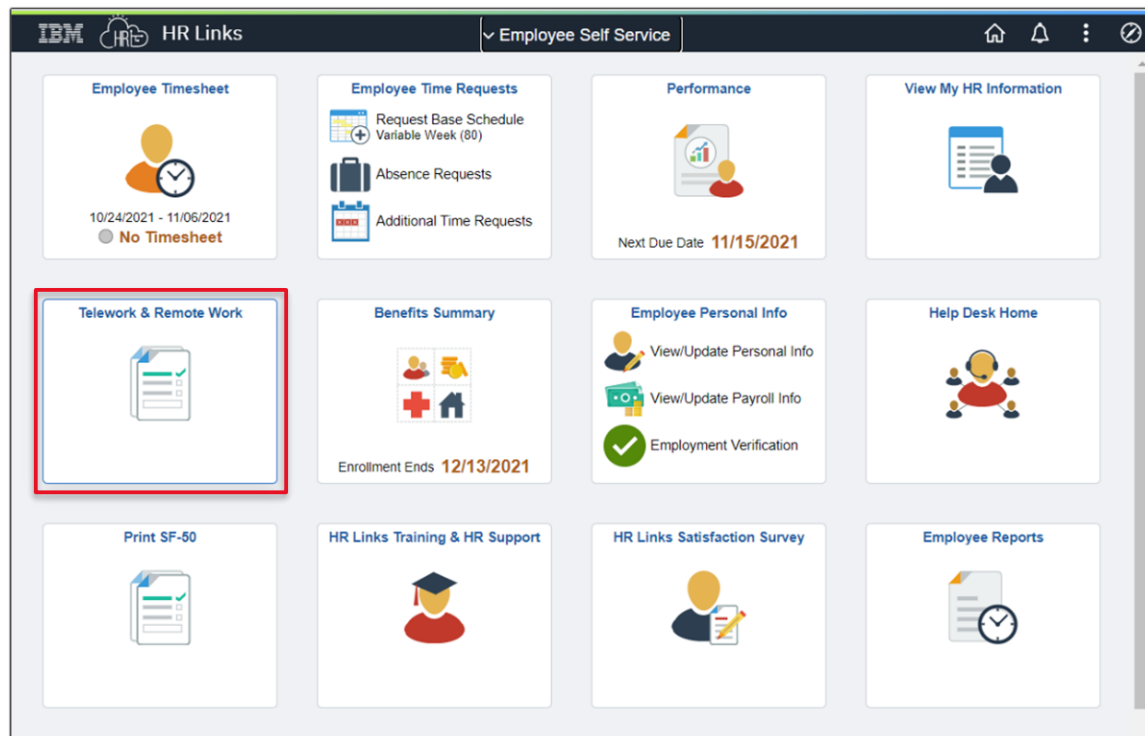
Routine Telework is telework performed as part of a previously approved, ongoing, and regular schedule.

- Routine Telework is scheduled and performed by an employee who reports to an agency worksite at least two times a pay period.

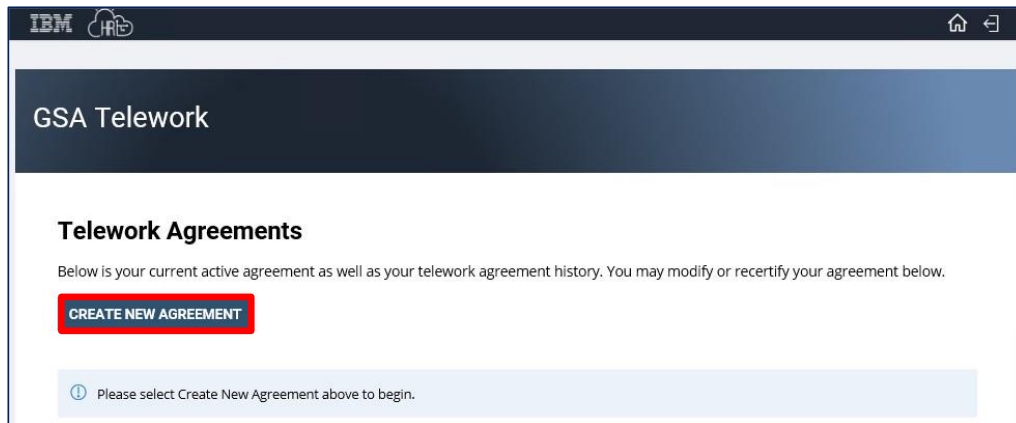
Prior to creating a Routine Telework Agreement, you must discuss your telework eligibility, and plan your work arrangement with your supervisor.

## Create and submit a Routine Telework Agreement (Employee View)

1. On the Employee Self Service homepage, select the tile labeled **Telework & Remote Work**.



2. Select the **Create New Agreement** button to create a new telework agreement.



IBM HRLINKS

## GSA Telework

### Telework Agreements

Below is your current active agreement as well as your telework agreement history. You may modify or recertify your agreement below.

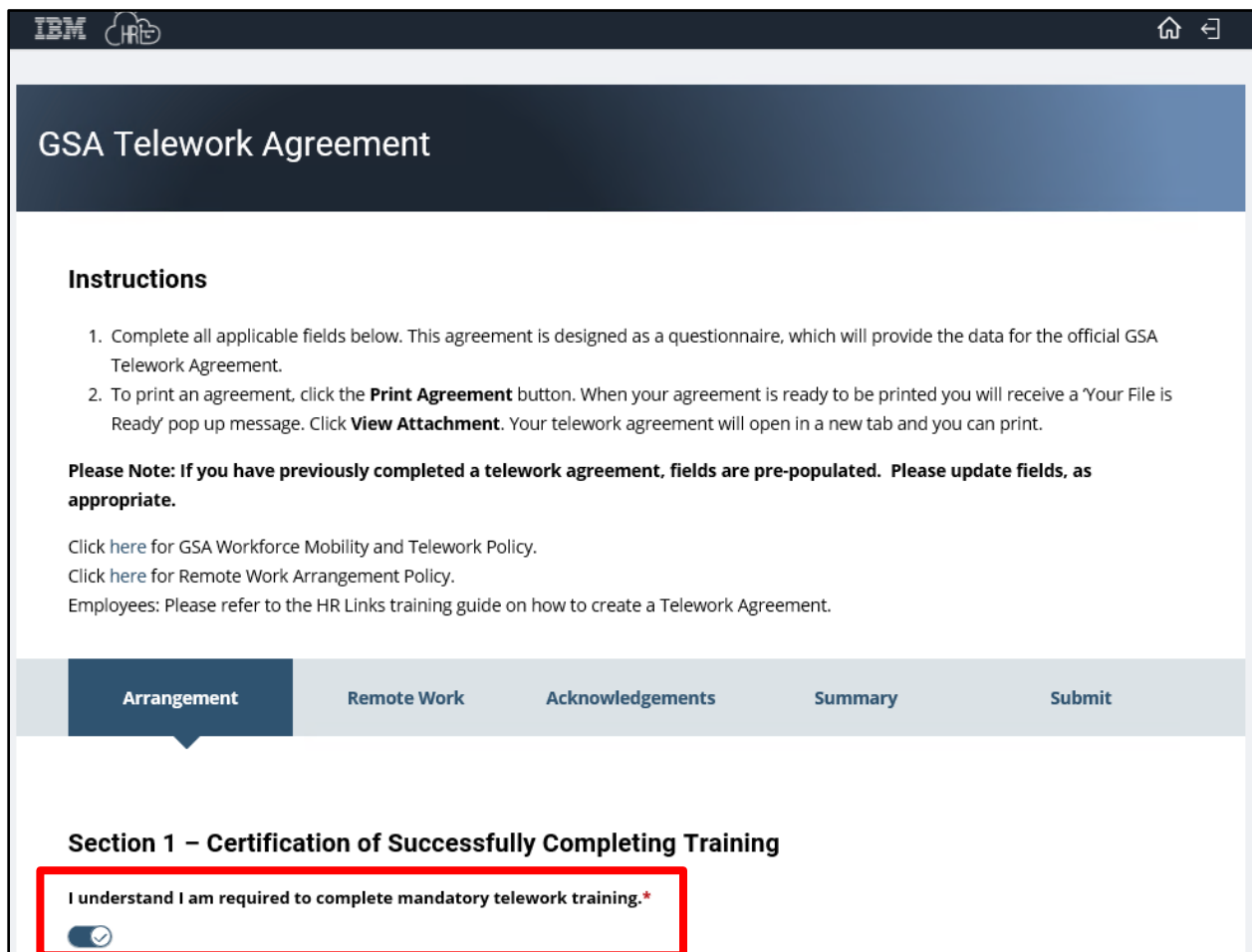
**CREATE NEW AGREEMENT**

*Please select Create New Agreement above to begin.*

3. The system will display the GSA Telework Agreement opened to the **Arrangement** tab

## Section 1 – Certification of Successfully Completing Training

4. All employees will be required to complete mandatory telework training provided through Online University (OLU). Under the **Arrangement** tab, select the toggle button to display a checkmark indicating you understand you're required to complete telework training.



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## GSA Telework Agreement

### Instructions

1. Complete all applicable fields below. This agreement is designed as a questionnaire, which will provide the data for the official GSA Telework Agreement.
2. To print an agreement, click the **Print Agreement** button. When your agreement is ready to be printed you will receive a 'Your File is Ready' pop up message. Click **View Attachment**. Your telework agreement will open in a new tab and you can print.

**Please Note: If you have previously completed a telework agreement, fields are pre-populated. Please update fields, as appropriate.**

[Click here](#) for GSA Workforce Mobility and Telework Policy.  
[Click here](#) for Remote Work Arrangement Policy.  
 Employees: Please refer to the HR Links training guide on how to create a Telework Agreement.

**Arrangement**   Remote Work   Acknowledgements   Summary   Submit

### Section 1 – Certification of Successfully Completing Training

I understand I am required to complete mandatory telework training.\*

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5. Scroll lower in the Arrangement tab to Section 2.

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## Section 2 – Telework Arrangement

6. Your **“Position Telework Eligibility”** is predetermined and already populated.
7. To confirm you wish to telework, under the statement **“I choose to telework”** select **“Yes”** from the drop-down menu.
8. Read the statement labeled **NOTE** about being required to Telework in emergency situations.
9. Then under the note, select the toggle button to display a checkmark affirming **“I confirm my understanding of the above statement.”**
10. Under the statement **“Do you report to a GSA/federal facility at least twice a pay period?”** select **“Yes”** from the drop-down menu.

### Section 2 – Telework Arrangement

**Your Position Telework Eligibility**

Yes

Note: If the position telework eligibility is incorrect, please proceed with submitting the telework agreement and your supervisor will correct.

**I choose to telework.\***

Yes

**NOTE:** All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including those who select "I decline to telework" in the item above - are considered to be telework-ready and required to telework (or take leave or other time off, or reschedule their alternative work schedule) in certain emergency situations, pursuant to GSA Workforce Mobility and Telework Policy.

**I confirm my understanding of the above statement.\***

**Do you report to a GSA/federal facility at least twice a pay period?\***

Yes

Note: If you answer ‘Yes’, you will continue to complete a Routine Telework Agreement. If you answer ‘No’ to “Do you report to a GSA/federal facility at least twice a pay period,” you will instead need to complete a Remote Work Agreement.

11. Based on HR Links data, your **Work Location Description** will display. From the dropdown menu under the question **“Is this the building that you report to?”** select either **Yes** or **No**.

Note: If you select ‘No,’ the system will provide an additional field for you to enter the location of the building that you report to.

**Work Location Description**

CO-DENVER-HOME

Is this the building that you report to?\*

No

Enter the building that you report to.\*

DC-Washington-1800 F NW

12. To continue completing the Routine Telework Agreement, under the statement **“The employee agrees to participate in one of the following telework types”** select the **Routine Telework** block and ensure it is highlighted.
13. Then in the field requesting the number of days per pay period, enter the number of days agreed to by you and your supervisor. For routine telework, eight is the maximum number of days you’re allowed to telework per pay period.

**The employee agrees to participate in one of the following telework types.\***

REMOTE WORK ROUTINE TELEWORK SITUATIONAL TELEWORK

• Routine telework - telework performed as part of a previously approved, ongoing, and regular schedule.  
 • Situational telework - telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework to accommodate scheduling issues such as appointments or special work assignments away from the office. Situational telework is sometimes also referred to as episodic, intermittent, or ad-hoc telework.  
 • Remote Work - telework performed on a full-time basis by an employee who does not report to the agency worksite at least two times a pay period on a regular and recurring basis (e.g., employee works from home full-time). A remote worker's official worksite/duty station is an appropriate alternative worksite, often the employee's residence.

**Routine Telework**

If Routine Telework: Enter number of agreed scheduled days per pay period.\*

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RETURN TO SEARCH SAVE FOR LATER NEXT

14. Select the **Next** button to continue. The **“Acknowledgements”** tab will display.
15. Read the statement about being required to report to the Agency worksite during a planned telework day.



16. Under the statement, select the toggle button to display a checkmark affirming “**I acknowledge the above statement.**”
17. Next enter the hours of advanced notice you and your supervisor agree on that you’ll need to report to the Agency worksite during a planned telework day.

Arrangement	Acknowledgements	Summary	Submit
<h3>Reporting to Agency Worksite</h3> <p>I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.</p> <p><b>I acknowledge the above statement.*</b></p> <div><input checked="" type="checkbox"/></div> <p>My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice will be given.</p> <p><b>Enter hours of advanced notice to report on planned telework day.</b></p> <div><div>24</div><div></div></div> <p><b>NOTE:</b> pursuant to GSA Telework and Remote Work Policy, if this field is not completed, a 2 hour time period of advance notice is included in the agreement by default.</p>			

18. Next, read the **Privacy Act Statement**.
19. Below the statement, toggle the button to the right to show a check under the statement, “**I certify the above Privacy Act Statement.**”

<h3>Privacy Act Statement</h3> <p>I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework agreements pursuant to HCO 6040.1A and Public Law 106-346, § 359 of Oct. 23, 2000. The information is used to document position telework eligibility and facilitate implementation of individual telework arrangements. The information may be disclosed: to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; to the Office of Personnel Management or the Government Accountability Office for evaluation of the program; to a Member of Congress or staff in response to a request for assistance by the employee of record; to another Federal agency or to a court under judicial proceedings; and to an expert, consultant, or contractor of GSA when needed to further the implementation and operation of this program. Furnishing the information on this agreement is voluntary.</p> <p><b>I certify the above Privacy Act Statement.*</b></p> <div><input checked="" type="checkbox"/></div>
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20. In the **Agency Policies** section, read each policy statement and underneath each, toggle the button to the right to show a checkmark indicating, **“I certify the above statement.”**

### Agency Policies

I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether I am working at an Agency worksite or from an appropriate alternative worksite such as my home. Specifically:

- Technology and devices which permit me to work from a remote location such as my home (including laptop computers, email, smartphones, and remote computing programs) are for use for Agency business only during my authorized duty hours. Agency policies permitting reasonable personal use of Agency equipment and information technology systems apply when I am teleworking.
- Agency policy requires that I obtain my supervisor's approval in writing before I work overtime. This requirement applies when I am teleworking. I am not permitted to work overtime unless it is authorized and approved in advance by my supervisor.

**I certify the above statement.\***  
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I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready employees may or may not be emergency employees.

**I certify the above statement.\***  
☒

I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.

**I certify the above statement.\***  
☒

[RETURN TO SEARCH](#) [PREVIOUS](#) [SAVE FOR LATER](#) [NEXT](#)

21. Select the **Next** button to continue. The **Summary** tab will display.

22. Review the information in the **Summary** tab.

Summary	
Arrangement	
Question	Selection
I understand I am required to complete mandatory telework training.	<input checked="" type="checkbox"/> Yes
I choose to telework.	<input checked="" type="checkbox"/> Yes
NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT tools, equipment, and training necessary to telework - including th... <a href="#">More Info</a>	<input checked="" type="checkbox"/> Yes
Do you report to a GSA/federal facility at least twice a pay period?	<input checked="" type="checkbox"/> Yes

I acknowledge that there may be situations when I will be required to report to the Agency worksite during an otherwise planned telework day.	<input checked="" type="checkbox"/> Yes
My supervisor and I have agreed that in the event that I am required to report to the Agency worksite on an otherwise planned telework day, (fill in below) hours of advance notice... <a href="#">More Info</a>	24
I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ... <a href="#">More Info</a>	<input checked="" type="checkbox"/> Yes
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ... <a href="#">More Info</a>	<input checked="" type="checkbox"/> Yes
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo... <a href="#">More Info</a>	<input checked="" type="checkbox"/> Yes
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	<input checked="" type="checkbox"/> Yes

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[PREVIOUS](#)
[NEXT](#)

23. Select the **Next** button to continue; the **Submit** tab will display.

24. Read the **Employee Certification** statements.

25. Under **Employee Telework Certification**, toggle the button to the right to show a checkmark indicating you certify that you've read and understand all the policies, provisions, guidelines, and rules governing GSA's Telework Program.

Arrangement	Acknowledgements	Summary	<b>Submit</b>
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### Employee Certification

By submitting this telework agreement, I certify that I have read and understand the GSA Workforce Mobility and Telework Policy and this Telework agreement, and will work in accordance with all provisions of this telework agreement and Agency policy, including:

- Ensuring that my appropriate alternative worksite is safe, secure, and suitable for teleworking activities;
- Providing at no cost to GSA internet access to access resources;
- Securing and safeguarding GSA furnished equipment;
- Working at a satisfactory level to meet my performance and development objectives;
- Meeting my personal, organizational, and work team requirements;
- Adhering to appropriate requirements outlined in GSA Dismissal and Closure Procedures; and
- Documenting my participation in telework in accordance with established timekeeping procedures.

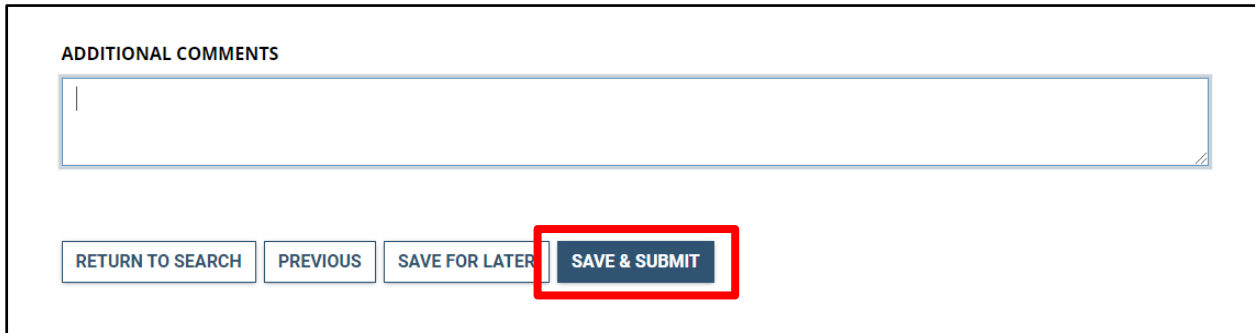
This telework agreement is subject to all agency guidelines, rules and policies. I understand that this telework agreement may be used or reviewed by management and local telework coordinators for the purpose of implementing agency policy and assessing GSA's Telework Program.

I understand I am responsible for submitting a new remote work agreement if I relocate outside of my current locality pay area and failure to do so may impact my pay.

**Employee Telework Certification\***
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26. If needed, enter comments in the **Additional Comments** box.

27. Select the **Save & Submit** button.

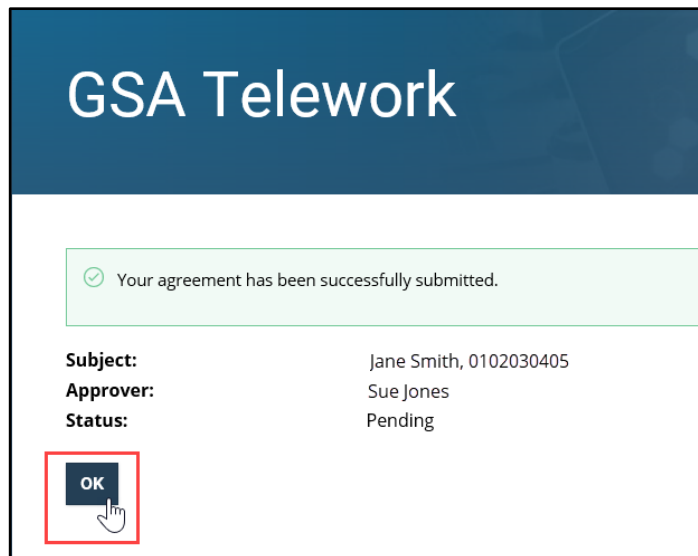


ADDITIONAL COMMENTS

[Empty text box for additional comments]

RETURN TO SEARCH   PREVIOUS   SAVE FOR LATER   **SAVE & SUBMIT**

28. A confirmation message will appear, stating, "Your agreement has been successfully submitted." Select the **OK** button.



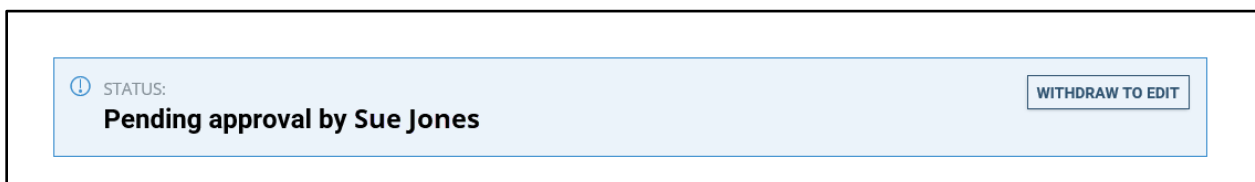
**GSA Telework**

✓ Your agreement has been successfully submitted.

**Subject:** Jane Smith, 0102030405  
**Approver:** Sue Jones  
**Status:** Pending

**OK**

29. A status banner will appear at the top of the page with the name of the approver (for example: *Pending approval by Sue Jones*).



⌚ STATUS: **Pending approval by Sue Jones** **WITHDRAW TO EDIT**





30. Scroll down to see the final summary tab.

31. To download a PDF version of your agreement, select the **Print Agreement** button.

Question	Selection
I understand I am required to complete mandatory telework training.	✓ Yes
I choose to telework.	✓ Yes
NOTE: All employees whose telework agreements identify them as (1) eligible for telework and (2) having the IT	

32. Scroll down further to see a comprehensive summary of all the questions and responses.

33. At the bottom of the screen, select the **Return to Search** button to return to the GSA Telework homepage, where a Telework Agreement banner will be displayed indicating a status of pending approval.

I understand that this information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This agreement is used to collect data from GSA employees entering into telework ...	✓ Yes	More Info
I understand that the laws, rules, regulations, and Agency policies which govern time and attendance, leave, compensatory time, and overtime remain in effect regardless of whether ...	✓ Yes	More Info
I have the necessary IT tools, equipment, and training to meet the definition of a telework-ready employee, pursuant to GSA's Telework and Remote Work Policy. Telework-ready emplo...	✓ Yes	More Info
I understand my responsibilities as a telework-ready employee under GSA Dismissal and Closure Procedures.	✓ Yes	

Additional Comments

**RETURN TO SEARCH**

End